QUICK GUIDE – RESUME PREPARATION

➢ Take time to develop your resume. Devote at least three hours to it.

➢ Type your name in the top center or upper right-hand corner of the page.

➢ Start your resume with a brief and clear job/career objective statement or a strong indication of the type of position you are seeking.

➢ Support your objective with what is relevant and marketable to accomplishing it.

➢ Stress achievements rather than job descriptions.

➢ Start you're your achievement statements with action verbs and do not use vague terms such as "responsible for".

➢ Do not write about activities that you do not want to do again. Promote only the skills you enjoy using.

➢ Use a minimum of words in promoting your qualifications.

➢ Use bulleted statements. They are quicker and easier to read than paragraphs.

➢ Prioritize your statements and sections so that the most impressive information is presented first.

➢ Be creative, but always be honest. Do not lie.

➢ Fit your resume on no more than two pages. The exception to this limit applies to resumes for the academic and scientific communities.

➢ Format a two-page resume by placing "Continued" on the bottom of page one and then placing your name and "Page Two" at the top of the second page.

➢ Proof your resume. There should be no misspellings, grammatical errors, or other mistakes.